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Introduction to the User Guide for NCPEA Authors

An overview of the User Guide.

Note: This module has been retired as it contained Connexions documentation which is no longer accurate and/or relevant. Please visit the [help page](#) for up-to-date information about the Connexions website, including support for viewing and authoring content and the CNXML language. If you have any additional questions or cannot find the answer to your question, please contact techsupport@cnx.org and we will be happy to assist in any way we can.

Getting a Connexions Account

The procedure for getting an account on the Connexions system.

Note: This module has been retired as it contained Connexions documentation which is no longer accurate and/or relevant. The current documentation of topics in this module can be located at <http://cnx.org/content/m37412/latest/>. Please visit the [help page](#) for up-to-date information about the Connexions website, including support for viewing and authoring content and the CNXML language. If you have any additional questions or cannot find the answer to your question, please contact techsupport@cnx.org and we will be happy to assist in any way we can.

Setting Up a Workgroup

How to create a workgroup and use it as a workspace for your Connexions documents.

Note: This module has been retired as it contained Connexions documentation which is no longer accurate and/or relevant. The current documentation of topics in this module can be located at <http://cnx.org/content/m37462/latest/>. Please visit the [help page](#) for up-to-date information about the Connexions website, including support for viewing and authoring content and the CNXML language. If you have any additional questions or cannot find the answer to your question, please contact techsupport@cnx.org and we will be happy to assist in any way we can.

Import Microsoft Word or OpenOffice documents

How to enter content into Connexions by importing Word documents (*.doc extension). Documents may be edited in Microsoft Word, or an open source editor like OpenOffice Writer that allows you to save a document as *.doc.

Overview

One of the easiest paths for populating a module is the Word/OOo importer, which converts a *.doc document to CNXML. The importer **overwrites** any existing CNXML, so it is most useful as an initial import. We suggest using the online Edit-in-Place feature to make any further edits; any re-import of a Word or OpenOffice document will erase any other changes you have made using Edit-in-Place or the Full Source Editor.

Who should use the Word/OOo importer?

You should use the Word/OOo importer if you already have a Word or OpenOffice document saved that you wish to publish to the repository. The importer will correctly convert objects like section headings (designated by innate Word/OOo styles like **Heading 1** or **Heading 2**), paragraphs (separated by two line breaks), tables, lists, images, footnotes, and even mathematical objects.

You can go one step further and apply the special CNXML styles in our template to your document so that you are able to import CNXML-specific objects like examples, problems, notes, citations, quotes, and more. The Word/OOo importer can produce most of the [CNXML](#) tags available for authors to use in their modules (see [What can I import?](#) below) and several combinations of tags. Any use case not available as a Word/OOo style must be added after import, either using the Edit-in-Place interface (recommended) or full-source editing.

How does it work?

1. First you need to apply the CNXML styles from our [template](#) to your document. We have sections below with specific instructions for both [Word](#) and [OpenOffice](#).
2. Next, you need to prepare your Word or OpenOffice document for import. The importer will ignore any user-defined styling, and requires

specific markup in order to import other objects correct. We recommend that you read through the [What can I import?](#) section to learn what can be imported and make sure that your document has been properly prepared.

3. Be sure to save with a *.doc extension (Windows 97-2003 compatible).
4. Create a new blank module in one of your Work Areas.
5. Use the importer on either the **Edit** or **Files** tab to import your saved document.

Preparing documents in Microsoft Word

Download a copy of the [document template \(*.dot\)](#).

You may also want to download a copy of a [sample document \(*.doc\)](#) that has been prepared to properly exercise all the features of the template. We encourage you to have a look at the document and practice uploading it (see ["Uploading Your Document"](#)) to get a feel for how the Word import process works.

Creating a new document with the template

To create a new document in Microsoft Word to import into Connexions, download and open either the [template](#) or the [sample document](#) from above. In Microsoft Word go to the **File** menu and select **Save As**. In the "Save As" dialog box that appears make sure that "Word Document (*.doc)" or "Word 97-2003 (*.doc)" appears in the **Save as Type** drop-down box. Give your document a unique name in the **File Name** box, and click the **Save** button. You have now created a new Word document with the template styles included in it. Delete the default text from the template and begin typing your document, adding styles as you go as described [below](#).

Alternatively, you can install the template file into Word so that it is available through the **New** option in the Word **File** menu. Instructions to

install this template are specific to your version of Word, so we recommend that you consult Word's Help feature if you wish to do so.

Applying Styles to an Existing Document

If you already have a document that you wish to import, you will need to apply the template styles to the document. To apply the template to an existing document, first open that document in Word. Then, follow the steps below:

1. Go to the **Tools** menu and click **Templates and Add-Ins**.
2. Click the **Attach** button, and use the file browser to navigate to the folder where you saved the template file.
3. Select the "Connexions_Document.dot" icon in that folder and click **Open**.
4. In the "Templates and Add-Ins" window, make sure the "Automatically Update document styles" box is checked and click **Ok**. ([Figure 1](#))

[missing_resource: ../content/m19610/latest/msword-applytemplate.jpg]

Microsoft Word's template add-in window.

As an alternative, you can also create a new blank document with the Word Importer template styles as described in ["Creating a New Document with the Template"](#). Once you have done so, you can copy and paste the text from your original document into the new blank document as follows. Go to the **Edit** menu in the original Word document and select the **Select All** option. Then go to the **Edit** menu in the original Word document again and select the **Copy** option. This copies the text of the original document to your system clipboard. Next, go to the **Edit** menu in the new blank Word document with the Word Importer template styles and select the

Paste option. The text of the original document is now copied into your new document, and you can begin modifying it with Word Importer style information as described in the next section.

Using styles in Microsoft Word

If you are using Microsoft Word 97, you can find the style drop-down box on your format toolbar at the top of the screen (it usually displays the default style **Heading 1** or **Normal**). In newer versions of Word the style menu is located under the "Home" tab. Click the pop-out icon in the lower right corner of the Styles menu to see a list of all styles.

[missing_resource: ../content/m19610/latest/wordStylesMenu.png]

The Styles menu in new versions of Word.

To apply a style to a specific piece of text, you follow the instructions below:

1. Highlight the word, phrase, or paragraph you want to semantically mark up.
2. Locate the styles menu.
3. Click the name of the semantic style you want to apply to the highlighted text. The text that was highlighted is automatically given the style you selected.

Preparing documents in OpenOffice Writer

Download a copy of the [document template \(*.dot\)](#).

You may also want to download a copy of a [sample document \(*.doc\)](#) that has been prepared to properly exercise all the features of the template. We

encourage you to have a look at the document and practice uploading it (see ["Uploading Your Document"](#) below) to get a feel for how the Word import process works.

Creating a New Document with the Template

To create a new document in OpenOffice Writer to import into Connexions, download and open either the [template](#) or the [sample document](#) from above. In OpenOffice Writer go to the **File** menu and select **Save As**. In the "Save As" dialog box that appears make sure that "Word Document (*.doc)" or "Word 97-2003 (*.doc)" appears in the **Save as Type** drop-down box. Give your document a unique name in the **File Name** box, and click the **Save** button. You have now created a new document with the template styles included in it. Delete the default text from the template and begin typing your document, adding styles as you go as described [below](#).

Applying the Template to an Existing Document

To apply the template to an existing document, create a new blank document with the OpenOffice Importer template styles as described in ["Creating a New Document with the Template"](#). Once you have done so, you can copy and paste the text from your original document into the new blank document as follows. Go to the **Edit** menu in the original OpenOffice Writer document and select the **Select All** option. Then go to the **Edit** menu in the original OpenOffice Writer document again and select the **Copy** option. This copies the text of the original document to your system clipboard. Next, go to the **Edit** menu in the new blank OpenOffice Writer document with the OpenOffice Importer template styles and select the **Paste** option. The text of the original document is now copied into your new document, and you can begin modifying it with OpenOffice Importer style information as described in the next section.

Using styles in OpenOffice Writer

You can see the styles available to you with the template by going to the **Format** menu and selecting the **Styles and Formatting** option. This brings up the "Styles and Formatting" box. Paragraph styles (such as **Heading 1**, **Heading 2**, and **CNXML Quote**) are available by clicking on the leftmost icon at the top of the box. Character styles (such as **CNXML Emphasis**, **CNXML Code**, and the rest of the application-specific styles) are available by clicking on the second-leftmost icon at the top of the box .

Paragraph styles.

[missing_resource:
../content/m19610/latest/oowriter-
paragraphstyles.jpg]

Character styles.

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../content/m19610/latest/oowriter-
characterstyles.jpg]

To apply a style to a specific piece of text, you follow the instructions below:

1. Select the appropriate style from the "Styles and Formatting" box.
2. Make sure the "Fill Format Mode" tool is selected in the "Styles and Formatting" box (appears as the paint bucket icon in the [figure](#) above.
3. Highlight the text to which you wish to apply the style, and it will be applied.

What can I import?

- [Text markup using the template styles](#)
- [Other objects](#)
- [Caution to users of MathType 5](#)
- [Some common mistakes](#)

Text markup using the template styles

We can use the text styles provided by the template to generate Connexions text markup tags when the document is imported.

Emphasis

The **CNXML Emphasis** style is used to give [emphasis](#) to important text. Use this style where you would have used bold or italics to emphasize particular words or phrases. Note that **boldface** and *italicized* text will both import as an emphasis tag with the appropriate effect attribute.

Foreign

The **CNXML Foreign** style allows us to designate a term which is in another language than the rest of the text. We can also point its usage at a website of our choice by marking it as a hyperlink in addition to **CNXML Foreign**. This will produce [foreign](#) text in a module.

Code

With the **CNXML Code** style, we can designate inline text as [code](#) written in a computer programming language. Use **CNXML Code (Block)** to designate blocks of code that should be set off from surrounding text.

Cite

The **CNXML Cite** style allows us to refer to non-electronic sources. If you are using Microsoft Word to prepare your document, you can cite a hyperlinked source by marking it as a hyperlink and then applying **CNXML Cite**. This is produce a [citation](#) in Connexions.

Term

With the **CNXML Term** style, we can designate key [terms](#) in our document. If you are using Microsoft Word to prepare your document, you can also point this term at an example of its usage by marking it as a hyperlink and then applying CNXML Term.

Quote

Using the **CNXML Quote (Block)** style, we can designate a section of text as a block [quote](#) from another source. Use **CNXML Quote**

(**Inline**) to designate inline quotes that should not be set apart from the surrounding text. If you are using Microsoft Word to prepare your document, you could also point this at an online source by marking it as a hyperlink and then applying **CNXML Quote (Inline)**.

Hyperlinks

Using the **Hyperlink** style, we can create a hyperlink pointing to a URL. This will become a [link](#) element in your Connexions module. We can also point at specific locations within the document by pointing, for example, at any section title created using the **H1**, **H2**, ... styles, or at any bookmark we have inserted into the document.

Exercise

We can make [exercises](#) that only have problems by marking them up using the **CNXML Exercise (Problem)** style. We can also make exercises that have problems and solutions by following the text marked **CNXML Exercise (Problem)** with some more text marked **CNXML Exercise (Solution)**.

Theorems

We can have [theorems](#) with or without proofs. To make a theorem statement, we can use the **CNXML Theorem (Statement)** style. To construct a theorem with both a statement and a proof, we use **CNXML Theorem (Statement)** followed by **CNXML Theorem (Proof)**.

Definitions

We can have [terms](#) with [definitions](#). To do so, we mark the term using the **CNXML Definition (Term)** style, and we follow it with the explanation marked using the **CNXML Definition (Meaning)** style.

Notes

We can create [note](#) boxes using the **CNXML Note** style.

Examples

We can create [example](#) boxes using the **CNXML Example** style.

Other objects

We can do more than just mark up text using the Word/OOo importer. We can also add images to our document, create tables, add lists, and even insert mathematical expressions...

Sections

H1 applied to a section title produces a new [section](#). The section lasts until the next **H1**-marked title. An **H2**-marked title in between produces a subsection (which lasts until the next **H2**- or **H1**-marked title).

Paragraphs

You can also use certain features of the Word or OpenOffice editor to produce other CNXML tags. Pressing **Enter** gives a new line and produces a new [paragraph](#).

Images

You can insert [images](#) into your Word document as you would normally, and they will import into Connexions. It's best to stick to image types such as with .eps, .jpg, .png, and .gif (or any format with a valid [image type](#)); avoid formats such as .wmf and .svg, and avoid Clip Art.

Use only images that are locally available on your machine. Make sure either that (1) the images are already available under a [creative commons \(CC\) attribution license](#), or (2) you own the image copyrights and are willing to make them available under a CC attribution license.

Figure

We can precede images with text marked with the **CNXML Figure Title** style to give them a title, and follow them with text marked in the **CNXML Figure Caption** style to give them a caption. This will produce a [figure](#) in the module.

Tables

Using the built-in Word table editor, we can create [tables](#) which are easily imported into Connexions.

Lists

We can create both bulleted and numbered [lists](#) using Word or OpenOffice and bring them into Connexions using the importer.

Mathematics

We can include mathematics in a line of text. Mathematics set off from other text in its own paragraph will import as an [equation](#).

In OpenOffice, choose **Insert > Object** from the menu and then select **Formula**.

In Word we can use the built-in Equation Editor 3.0. To do this, choose **Insert > Object** from the menu and select Equation Editor 3.0.

Note: It is very important that you insert an equation through the **Object** menu. Newer versions of Microsoft Word have an option to insert an Equation, located under the **Symbols** menu. Do not use this as it will not import correctly.

[missing_resource: ../content/m19610/latest/wordEquationObject.png]

Insert equations through the Object menu.

If you can't find the Equation Editor 3.0 option in the list, you must install Equation 3.0 from your Microsoft Office installation CD. Please consult your Microsoft Office help for more information on this procedure.

Note: If you have MathType 5 installed on your system, math will not import correctly. See [below](#) for how to remedy this.

[missing_resource: <http://cnx.org/content/m19610/latest/msword-inserteqedobject.jpg>]

Microsoft Office object insert window.

Footnotes

Footnotes inserted using the native footnote tool will import as Connexions [footnotes](#).

Glossary

Finally, we can designate a [glossary](#) section for our module. We must first give it a title and mark that with the **CNXML Glossary Section** style. This must be the last section designation used at the end of your word document, and it cannot be followed by H1, H2, etc. styles. Then, for each glossary element we wish to include, we mark the term portion with **CNXML Definition (Term)** and the meaning portion with **CNXML Definition (Meaning)**, as we did before in the body of our document.

Caution to users of MathType 5

MathType 5 is a stand-alone equation editing package written by Design Science, makers of the Microsoft Equation 3.0 editor. When MathType 5 is installed on your system, equations written with the Microsoft equation editor will be saved as MathType 5 equations rather than Equation 3.0 equations. Even merely editing equations from a document with Equation 3.0 equations on a machine with MathType 5 will cause those equations to be saved in MathType 5 format. This is problematic, since the Word importer cannot properly convert MathType 5 equations to Presentation MathML.

We recommend un-installing MathType 5 from your system if it is currently installed. This will cause Word to revert to using Equation 3.0 for equation editing, which will allow the Word importer to properly generate mathematics.

Should you inadvertently include a MathType 5 equation in your Word document, in the Edit-in-Place interface where the mathematics should appear you will instead see the warning message shown in [Figure 5](#).

[missing_resource: http://cnx.org/content/m19610/latest/eip-display-para-unsupportedmedia.jpg]

Edit-in-Place warning for MathType mathematics import.

You can go replace each of these warning messages by hand using the following procedure. To begin, double click on the MathType equation in Word to open the MathType editor.

If this is your first time to use this procedure, you must configure MathType to properly generate MathML. Go to the **Preferences** menu and select the **Translators** option. In the window that appears, make sure that “Translation to other language (text)” is selected, and in the drop-down box next to “Translator:”, select the “MathML 2.0 (m namespace)” option. Also, make sure that “Include translator name in translation” and “Include MathType data in translation” are NOT selected (see [Figure 6](#) below). Click **OK** to complete the configuration. This sets the translation preferences permanently, so you will not have to repeat these steps again.

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Setting the translator in MathType to copy MathML to the system clipboard.

Once the Translators preferences are set, you can copy the MathType equation's MathML equivalent by highlighting the equation in the MathType editor and copying to the clipboard (**Edit** menu, **Copy** option). This stores a copy of the MathML on your system's clipboard.

Return to your browser and find the appropriate placeholder for the equation in the Edit-in-Place interface (appearing as in [Figure 5](#)). Double click to edit the paragraph and delete the text “***SORRY, THIS MEDIA TYPE IS NOT SUPPORTED***” (Figure [Figure 7](#) below). Paste the contents of the clipboard into its place (Figure [Figure 8](#)), and click Save. Your equation should now appear in the Edit-in-Place interface (Figure [Figure 9](#)).

[missing_resource: <http://cnx.org/content/m19610/latest/eip-edit-para-unsupportedmedia.jpg>]

Editing the paragraph with the warning text

[missing_resource: <http://cnx.org/content/m19610/latest/eip-edit-para-pastemml.jpg>]

Pasting the MathML copied from the MathType editor into the paragraph where the equation should appear.

[missing_resource: <http://cnx.org/content/m19610/latest/eip-display-paramml.jpg>]

MathML equation appearing in the edit-in-place interface.

Some common mistakes

It is important that you follow the instructions on this page for each object. Do not use other objects or text, including:

1. Do not add line breaks between paragraphs using **ctrl-Enter**. This will not import as a new paragraph.
2. Do not use tabs. This formatting will not import.
3. Do not use lists or tables to invisibly format the document, as these constructs are literally imported as lists and tables into CNXML.
4. Do not continue list numbering across separate lists.
5. Do not insert images whose source files are remotely available via a hyperlink.
6. Do not use Word's image captioning option; the caption will import as a new paragraph.
7. Do not use fonts such as "Wingdings" to produce symbols: They will be interpreted as text.
8. Do not use the MathType editor inside Word to create equations. This is the default (and only) option if MathType is installed on your system. See the [Notes on Including Mathematics](#) section for more details.

Uploading your document

1. If you have not already done so, [create](#) a new blank module.
2. Use the help documents linked above to ensure you have prepared your document correctly; otherwise you may get an error.
3. The importer dropdown menu is accessible on both the module **Content** tab and the **Files** tab when editing the module. Choose the importer type from the dropdown menu and click **Import**

[missing_resource: <http://cnx.org/content/m19610/latest/import-menu-expanded.png>]

The module import menu (expanded).

4. On the next page, browse to your saved file on your harddrive and click **Import**.

[missing_resource: <http://cnx.org/content/m19610/latest/edittext-import-browse-empty.jpg>]

Browse to file.

Revising Your Content in Connexions

How to revise a Connexions document that was imported from a Microsoft Word document.

Note: This module contains Connexions documentation which is out-of-date. The contents of this module are provided here for historical purposes only and **should not be considered accurate** for the current version of the Connexions website. The current documentation of topics in this module can be located at <http://cnx.org/content/m38193/latest/>. Please visit the [help page](#) for up-to-date information about the Connexions website, including support for viewing and authoring content and the CNXML language. If you have any additional questions or cannot find the answer to your question, please contact techsupport@cnx.org and we will be happy to assist in any way we can.

Options for Revising Your Connexions Content

After you have imported a Microsoft Word file into a Connexions module, you may discover that you need to revise the content. You have the option to make the revisions in the original Word document and then import it again into Connexions, or you can revise the content within Connexions using the Edit-In-Place editor. This module explains how to revise your content using the Edit-In-Place editor.

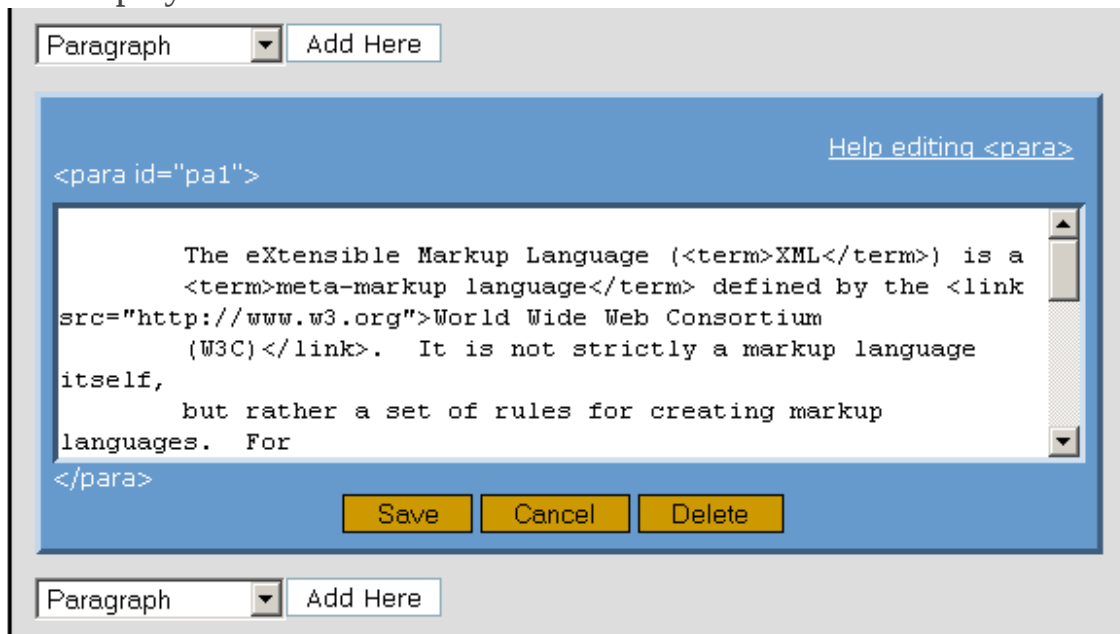
Revising with the Edit-In-Place Editor

The Edit-In-Place editor is the default editor on the "Edit" tab. You can insert new text and media objects into a module or modify the existing contents of a module with this editor. You do not have to be familiar with the CMXML tags to use Edit-In-Place. It inserts the appropriate CNXML tags for you when you insert a new item in the file. In addition, it has a help text feature that describes the CNXML tags for the items you insert or edit with it.

Editing Imported Content with Edit-In-Place

To edit the content of a module that you imported from a Word document, use the following steps:

1. Log into Connexions.
2. Display the Connexions workspace or workgroup in which your document resides.
3. Display the module you want to edit with Edit-In-Place.
4. Scroll down to display the gray text box that contains the item you want to edit.
5. Click in the text box. The gray box is replaced by a [blue editing box](#) that displays the text of the item.



The blue text box in the Edit-In-Place editor.

6. Make the necessary changes to the item.
7. Click **Save** to save the entry or click **Cancel** to clear the entry in the blue editing box.
8. Repeat steps 4 through 7 for any item you want to edit.

Note:In the gray text boxes mathematical equations are displayed as they appear in the module. In the blue editing box mathematical equations are displayed in the MathML markup language. Edit equations by making changes to the MathML.

Adding New Content with Edit-In-Place

You can add new content items to a module with Edit-In-Place. The types of items you can add are: paragraphs, enumerated lists, bulleted lists, equations, exercises, figures, code blocks, notes, and examples. Edit-In-Place places the opening and closing CNXML tags around the item and it generates a unique item ID for each item you add. To add new items, use the following steps:

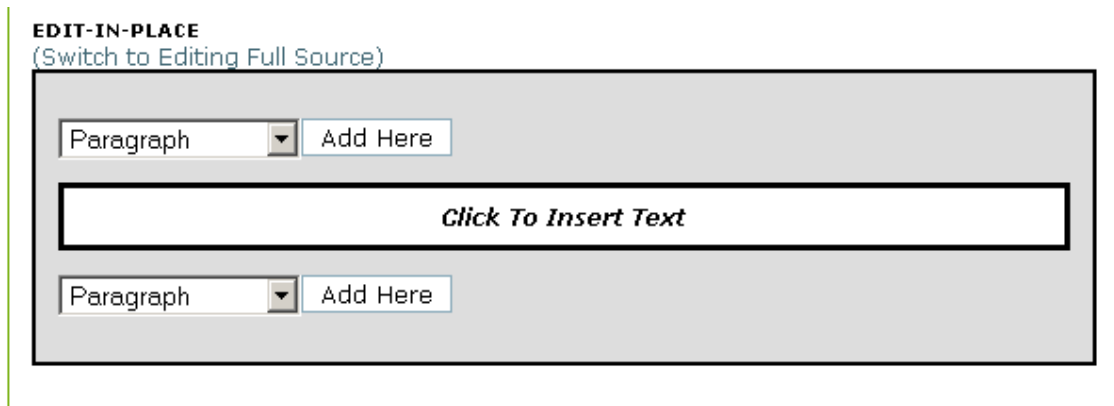
1. Log into Connexions.
2. Display the Connexions workspace or workgroup in which your document resides.
3. Display the module you want to edit with Edit-In-Place.
4. Scroll down to display the location in the module in which you want to insert the content item. You can insert the new item above or below an existing item by using the **Add Here** button above or below the existing item.
5. Select the type of item you want to enter from the drop-down list next to the **Add Here** button. The default is "Paragraph". These items are described in the help text, which can be accessed by selecting "Other Elements" from the drop-down list.
6. Click **Add Here**. An empty blue editing box displays for the item you selected. You can display help text for the item you selected by clicking **Help editing xxx** in the upper right corner of the blue box, where xxx is the CNXML tag for the item you selected.
7. Type the text that is appropriate for the type of item in the blue editing box.
8. Click **Save** to save the entry or click **Cancel** to clear the entry in the blue editing box.

9. Repeat steps 4 through 8 for each new content item you want to add to the module.

Inserting Content in an Empty Module

To insert text and media objects into a new module that contains no content, use the following steps:

1. Log into Connexions.
2. Display the Connexions workspace or workgroup in which your document resides.
3. Display the module you want to edit with Edit-In-Place.
4. Click in the [gray box](#) that says "Click To Insert Text" in the Edit-In-Place editor.



The "Click To Insert Text" text box in the Edit-In-Place editor.

The gray box is replaced by a blue editing box.

5. Type the text you want to add in the [blue editing box](#) that says "Insert Module Text Here".

EDIT-IN-PLACE

(Switch to Editing Full Source)

Paragraph Add Here

[Help editing <para>](#)

<para id="delete_me">

<!-- Insert module text here -->

</para>

Save Cancel Delete

Paragraph Add Here

The "Insert Module Text Here" editing box in the Edit-In-Place editor.

6. Click **Save** to save the text you typed. The blue editing box is replaced by a gray box that displays your entry.

Publishing Content

How to publish a module or collection in Connexions.

To make any unpublished changes to an existing module or collection viewable by anyone on the Internet, you must publish the content in Connexions. To publish content, use the following steps:

1. Click on the "Publish" tab. The "[Publish Module](#)" (or "Publish Collection") screen displays. This screen contains a list of reminders for you to check before you publish the content, as well as a reminder of the terms of the license agreement.
2. Type a brief description of your new changes to the content in the "Description of Changes" text box.
3. Click **Publish**. Your changes to the content are entered into the Connexions Content Repository as a new version of the existing content (version 1.1 if the content is being published for the first time). Once in the Content Repository, anyone with Internet access can view the new version module or collection.

[missing_resource: /content/m19610/latest/module-publish.png]

The "Publish" tab on a module.

A new module or collection would not necessarily have editing changes, so in the "Description of Changes" text box you might enter a comment like "Created a new module" or "Created a new collection".

Note: Once published, a module or collection may not be "unpublished" or removed from the Content Repository. Therefore, **use the [Preview](#) feature** to preview what the module or collection will look like once published; only publish when you are sure you have a draft that you don't mind making public.

Additional Connexions Information Sources

Additional information to help you create, edit, and publish documents in the Connexions system.

Note: This module has been retired as it contained Connexions documentation which is no longer accurate and/or relevant. Please visit the [help page](#) for up-to-date information about the Connexions website, including support for viewing and authoring content and the CNXML language. If you have any additional questions or cannot find the answer to your question, please contact techsupport@cnx.org and we will be happy to assist in any way we can.